



DEPARTMENT OF THE NAVY
PERSONNEL SUPPORT ACTIVITY WEST
937 NORTH HARBOR DRIVE
SAN DIEGO, CALIFORNIA 92132-0076

IN REPLY REFER TO:

Canc: Mar 04
PERSUPPACTWESTNOTE 5060
N1

DEC 10 2003

PERSUPPACTWEST NOTICE 5060

Subj: CHANGE OF COMMAND AND RETIREMENT CEREMONY

Encl: (1) Personnel Assignments
(2) Change of Command POA&M
(3) Change of Command Schedule of Events/Script
(4) Change of Command Diagram of Ceremony

1. Purpose. To publish information and assign responsibilities for the preparation and conduct of Personnel Support Activity West's Change of Command and Captain Konczey's Retirement Ceremony.

2. Information. Captain Caroline B. Konczey, USN, will be relieved by Captain Nancy J. Sanders, USN, as Commanding Officer, Personnel Support Activity West in ceremonies to be conducted at 1100, 16 January 2004 at Admiral Kidd Conference Center, Fleet Antisubmarine Warfare Center, San Diego. Rear Admiral (RET) Gerald MacKay will be the guest speaker. Immediately following the Change of Command Ceremony, there will be a retirement ceremony for Captain Konczey in honor of her 29 years of faithful and honorable service.

3. Uniforms. The following uniform is prescribed:

a. Official Party, Master of Ceremonies, Formation Commander, Ushers, Honors Boatswain's Mate, Honors Bell Ringer, Band Leader, Color Guard and Side Boys: Service Dress Blue, white gloves, ribbons, skirts for women.

b. Officers/Chief Petty Officer: Service Dress Blue (w/ribbons). Skirts for women.

c. Enlisted E-1 through E-6: Male and Female: Service Dress Blue (w/ribbons). Skirts for women.

d. Military Guests: Service Dress Blue

e. Civilian Guests: Appropriate civilian attire

f. Working Party: Dungarees

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4. Participants. All staff military personnel not actually on watch or on leave will participate in the ceremony. Specific duty assignments are annotated in enclosure (1). Civilian employees not required to maintain essential command business are invited to attend. Administrative leave is authorized for the time personnel are attending the ceremony.

5. Coordination. CWO3 Vincent Palumbo is the Change of Command Coordinator and will ensure all preparations for the ceremony are completed under enclosure (2).

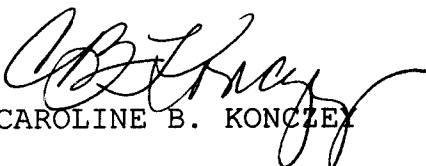
6. General. The Ceremony schedule is outlined in enclosure (3).

7. Rehearsals. Rehearsal will be conducted at 1330, Friday, 9 January 2004. Personnel designated to be in ranks are not required to attend the rehearsal. Uniform for rehearsal is the Uniform of the Day. The personnel listed below are required to attend the rehearsal:

Master of Ceremonies	Color Guard	Platform Participants
Command Master Chief	Side Boys	Formation Commander
Ushers	Usher Coordinator	CoC Coordinator
Parking Directors	Honors Bell Ringer	Band Director
Honors Boatswain's Mate		

8. Floor Plan. The diagram for the Change of Command ceremony is outlined in enclosure (4).

9. Changes and Recommendations. Any proposed deviations from this plan shall be referred to the Change of Command Coordinator in a prompt and timely manner.


CAROLINE B. KONCZEY

Distribution:
ALL PERSUPPACTWEST
RADM(RET) Gerald MacKay
NAVY BAND SW
Color Guard Coordinator
Chaplain

PERSONNEL ASSIGNMENTS

1. Ceremony Host. PERSUPPACTWEST Change of Command Coordinator is CWO3 Palumbo.

2. Primary Participants

Master of Ceremonies	CDR Johnny Christensen
Formation Commander	CDR Caroline Olinger
Head Usher	LT Gerard Avila
Honors Boatswain's Mate	BM1 Lavitoria

3. Formation. There will be one Formation of 34 personnel. The Formation will be comprised of Chief Petty Officers and personnel E-6 and below. PSDs will provide personnel, as indicated below, to supplement staff formation manning. Uniform for these personnel is outlined in paragraphs 3b and 3c of this notice.

	<u>Chief Petty Officers</u>	<u>Enlisted</u>
PSD Balboa	1	4
PSD Coronado	1	4
PSD FLTASW	1	4
PSD Naval Station	1	4
PSD North Island	1	4
PSA West	<u>1</u>	<u>8</u>
TOTAL	6	28

4. Ushers. The Head Usher is LT Avila. One Usher shall be provided from the PSDs listed in paragraph three. Two ushers will be assigned as "monitors" during the ceremony. POC is LT Avila.

5. Side Boys. POC is DKCS Florendo. Six Side Boys and two back-ups are required. Side Boys shall be the Senior and Junior Sailors of the Year, or other top notch deserving personnel with recruiting poster appearance. Detachments will provide as indicated below. Uniform for these personnel is Service Dress Blue.

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PSD Balboa	2 (E-4 or above)
PSD Coronado	2 (E-4 or above)
PSD Naval Station	2 (E-5 or above)
PSD North Island	2 (E-4 or above)
PSA West	2 (SOY/SOQ)

6. Parking Directors. Six Parking Directors will be provided as indicated below. PNC Briones from PSD FLTASW will act as Parking Coordinator. Uniform for these personnel is outlined in paragraph 3c of this notice. Parking directors will muster with PNC Briones in the parking lot outside the Admiral Kidd Conference Center during the ceremony and rehearsals.

PSA Staff	FC1 Thomas will arrange for and provide communication support.
PSD FLTASW	2
PSD North Island	2
PSD Point Loma	2

7. Working Party. A working party is required to set-up and break-down the ceremony and reception areas. Uniform for these personnel is dungarees. POC is ITC Ayoso.

PSD Balboa	2
PSD Coronado	5
PSD Naval Station	5
PSD North Island	3
PSD Point Loma	2

8. Drivers. The need for drivers of the Official Party and VIPs is tentative. However, two drivers will be available. The POC is PN1 Dupont. The drivers will be supplied as follows:

PSA West	1
PSD Point Loma	1

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SCHEDULE OF EVENTS/SCRIPT

TIME

EVENT

9 JANUARY 2004

1330

REHEARSAL

16 JANUARY 2004

0730

BEGIN SET-UP OF CEREMONY

0830

XO/CMC

INSPECT CEREMONIAL AREA

1000

ALL HANDS

PARKING COORDINATOR MUSTER PARKING ATTENDANTS; HEAD USHER MUSTER USHERS; FORMATION COMMANDER MUSTER ALL HANDS STANDING IN FORMATION.

1015

FORMATION CDR

USHERS AND PARKING ATTENDANTS REPORT TO ASSIGNED POSITIONS. OFFICIAL GUESTS AND VISITORS ARRIVE. UPON ARRIVAL, ESCORT VIPS AND FAMILY MEMBERS TO THE SAN DIEGO ROOM.

1030

BAND MASTER

BAND TAKES ASSIGNED POSITION AND PLAYS APPROPRIATE MUSIC

1050

USHER

ESCORT CHAPLAIN JOHNSON TO THE DAIS

BAND MASTER

MUSIC CEASES

XO

TAKES POSITION AT PODIUM AS MASTER OF CEREMONIES.

USHER

ESCORT FAMILY MEMBERS AND VIPS TO SEATS.

FORMATION CDR
(ABOUT FACE)

"FORMATION, ATTENTION!" (ABOUT FACE)

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0955

MC

"GOOD MORNING. I AM COMMANDER JOHNNY CHRISTENSEN, EXECUTIVE OFFICER OF PERSONNEL SUPPORT ACTIVITY WEST AND YOUR MASTER OF CEREMONIES. WELCOME TO THE PERSONNEL SUPPORT ACTIVITY WEST CHANGE OF COMMAND AND CAPTAIN KONCZEY'S RETIREMENT CEREMONY. WE ARE DELIGHTED TO HAVE YOU SHARE THESE VERY SPECIAL EVENTS WITH US TODAY."

"WE HAVE A FEW MINUTES BEFORE WE BEGIN. FOR THOSE OF YOU WHO ARE ATTENDING YOUR FIRST CHANGE OF COMMAND, I WILL PROVIDE A BRIEF SKETCH OF SOME OF THE CUSTOMS AND TRADITIONS WHICH DATE BACK TO 1865."

"ALL MILITARY PERSONNEL SHOULD REMAIN COVERED THROUGHOUT THE CEREMONY. DURING ARRIVAL AND DEPARTURE HONORS FOR MEMBERS OF THE OFFICIAL PARTY, MILITARY PERSONNEL IN UNIFORM WILL SALUTE. WHEN THE COLORS ARE PARADED, SALUTES WILL BE RENDERED TO THE NATIONAL ENSIGN WHEN IT COMES WITHIN VIEW, AND UNTIL THE COLORS DEPART FROM VIEW. WHILE THE NATIONAL ANTHEM IS BEING PLAYED, IT IS CUSTOMARY, IF YOU ARE DRESSED IN CIVILIAN ATTIRE, TO PLACE YOUR RIGHT HAND OVER YOUR HEART."

"THE CHANGE OF COMMAND CEREMONY YOU WILL WITNESS TODAY IS A TIME-HONORED TRADITION FROM THE RICH HERITAGE OF THE UNITED STATES NAVY. CUSTOM HAS ESTABLISHED THAT IT WILL BE FORMAL AND IMPRESSIVE - DESIGNED TO STRENGTHEN THE RESPECT FOR AUTHORITY WHICH IS VITAL TO ANY MILITARY ORGANIZATION."

"COMMANDING OFFICERS COMPLETE A FORMAL TURNOVER OF RESPONSIBILITY BEFORE THE ASSEMBLED CREW. TRADITIONALLY, THE TURNOVER IS EXECUTED BEFORE THE IMMEDIATE SUPERIOR IN COMMAND AND IS WITNESSED BY INVITED GUESTS. HONORS WILL BE RENDERED AS EACH OFFICER ARRIVES. DATING BACK TO THE AGE OF SAIL ARE

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THE TRADITIONS OF STRIKING THE SHIP'S BELL AND POSTING SIDE BOYS TO HONOR HIGH RANKING OFFICERS AND DIGNITARIES.

THE SHIP'S BELL IS STRUCK TO ANNOUNCE THE ARRIVAL AND DEPARTURE OF DIGNITARIES. THE NUMBER OF BELLS STRUCK EQUALS THE NUMBER OF SIDE BOYS AUTHORIZED AND NOTIFIES THE CREW OF THE RANK OF THE DIGNITARY. IN THE DAYS OF SAIL, BOARDING A SHIP AT SEA OR AT ANCHOR FROM A SMALL BOAT REQUIRED THE USE OF ROPES OR JACOB'S LADDERS TO CLIMB UP THE SIDE OF THE SHIP. VERY IMPORTANT PERSONS WERE OFFERED THE USE OF A BOATSWAIN'S CHAIR, WHICH WAS HOISTED ABOARD BY THE MEMBERS OF THE CREW WHO TENDED THE SIDE OF THE SHIP SIDE BOYS. AS A GENERAL RULE, THE HIGHER THE RANK, THE HEAVIER THE WEIGHT, THE MORE SIDE BOYS WERE REQUIRED.

TODAY, THE NUMBER OF SIDE BOYS AUTHORIZED STILL EQUATES TO RANK AND VARIES FROM TWO TO EIGHT. SIX SIDE BOYS ARE USED FOR REAR ADMIRALS. AS EACH OFFICER PROCEEDS THROUGH THE SIDE BOYS, YOU WILL HEAR THE CALL OF THE BOATSWAIN'S PIPE CEREMONIALLY DIRECTING THE SIDE BOYS TO "HOIST AWAY" THE BOATSWAIN'S CHAIR, AND "AVAST HEAVING" WHEN THE CALL IS ENDED. AT THE CONCLUSION OF THE CALL, TRADITIONAL FLAG OFFICER HONORS WILL BE RENDERED TO THE ADMIRAL. THESE HONORS CONSIST OF THE BAND PLAYING "RUFFLES" AND "FLOURISHES," WHICH IS A DRUM AND BUGLE SALUTE, FOLLOWED BY THE ADMIRAL'S MARCH. FLAG OFFICERS RECEIVE THE NUMBER OF RUFFLES EQUAL TO THE NUMBER OF STARS OF THEIR RANK.

"THE HEART OF THE CEREMONY IS THE FORMAL READING OF OFFICIAL ORDERS. UPON THE UTTERANCE BY THE RELIEVING OFFICER, "I RELIEVE YOU, MA'AM." THE OFFICER BEING RELIEVED WILL RESPOND, "I STAND RELIEVED."

"WHETHER HELD ON THE FANTAIL OF A DESTROYER, THE HANGAR DECK OF AN AIRCRAFT CARRIER, OR ON A PIER, THE CHANGE OF COMMAND FOLLOWS A

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**SIMILAR FORMAT. THIS IS WHAT YOU WILL
WITNESS TODAY. MILITARY GUESTS ARE ASKED TO
REMAIN COVERED THROUGHOUT THE CEREMONY."**

MC ADJUTANT, BRING THE COMMAND TO ATTENTION!

**"WILL THE GUESTS PLEASE RISE FOR THE ARRIVAL
OF THE OFFICIAL PARTY, AND REMAIN STANDING
UNTIL AFTER THE INVOCATION."**

OFFICIAL PARTY ARRIVES IN ORDER OF:

1. CAPT SANDERS
2. CAPT KONCZEY
3. RADM(RET) MACKAY

BOS'N SOUND FOUR (4) BELLS

MC **"CAPTAIN, UNITED STATES NAVY, ARRIVING."**

BOS'N PIPE OVER THE SIDE

SIDE BOYS 4 SIDE BOYS SALUTE

MILITARY FORMATION CDR AND THOSE NOT IN RANKS SALUTE
DURING PIPING.

CAPT SANDERS PROCEEDS THROUGH SIDE BOYS, RETURNING
SALUTE, AND ONTO THE PLATFORM. REMAINS
STANDING IN FRONT OF SEAT.

BOS'N SOUND FOUR (4) BELLS

MC **"PERSONNEL SUPPORT ACTIVITY WEST, ARRIVING."**

BOS'N PIPE OVER THE SIDE

SIDE BOYS 4 SIDE BOYS SALUTE

MILITARY FORMATION CDR AND THOSE NOT IN RANKS SALUTE
DURING PIPING.

CAPT KONCZEY PROCEEDS THROUGH SIDE BOYS, RETURNING
SALUTE, AND ONTO THE PLATFORM. REMAINS
STANDING IN FRONT OF SEAT.

BOS'N SOUND SIX (6) BELLS

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MC	"REAR ADMIRAL RETIRED MACKAY, ARRIVING."
BOS'N	PIPE OVER THE SIDE
SIDE BOYS	6 SIDE BOYS SALUTE
MILITARY	FORMATION CDR AND THOSE NOT IN RANKS SALUTE DURING PIPING.
RADM(RET) MACKAY	PROCEEDS THROUGH SIDE BOYS, RETURNING SALUTE, AND STOPS FOR HONORS.
BAND	PLAYS TWO (2) "RUFFLES" AND "FLOURISHES" AND "ADMIRAL'S MARCH." (MILITARY PERSONNEL HAND SALUTE.)
RADM(RET) MACKAY	SALUTE. AT CONCLUSION OF MUSIC, TERMINATES SALUTE, AND PROCEEDS UP PLATFORM AND REMAINS STANDING IN FRONT OF SEAT.
MC	"PARADE THE COLORS"
COLOR GUARD	PROCEEDS TO AREA IN FRONT OF CEREMONIAL PLATFORM, HALTS FACING CENTER OF ROOM. (MILITARY PERSONNEL HAND SALUTE WHEN FLAG PASSES.)
MC	"LADIES AND GENTLEMEN, OUR NATIONAL ANTHEM."
VOCALIST	SINGS THE STAR SPANGLED BANNER
BAND	PLAYS NATIONAL ANTHEM (MILITARY EXCEPT THOSE IN RANKS SALUTE DURING MUSIC.)
MC	"POST THE COLORS" COLOR GUARD POSTS.
MC	"SIDE BOYS POST"
MC	"LCDR JOHNSON, CHAPLAIN CORPS, UNITED STATES NAVY, WILL OFFER THE INVOCATION."
CHAPLAIN	OFFERS THE INVOCATION
MC	"WILL THE GUESTS PLEASE BE SEATED."

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FORMATION CDR

"FORMATION, PARADE REST"

MC

"LADIES AND GENTLEMAN, CAPT CAROLINE B. KONCZEY, COMMANDING OFFICER, PERSONNEL SUPPORT ACTIVITY WEST."

CAPT KONCZEY

WELCOMING REMARKS FOLLOWED BY INTRODUCTION OF RADM(RET) MACKAY.

RADM(RET) MACKAY

DELIVERS REMARKS. AT THE END OF REMARKS STATES "CAPTAIN KONCZEY PLEASE JOIN ME."

MC

"WILL THE GUESTS PLEASE RISE."

FORMATION CDR

"FORMATION, ATTENTION!"

MC

"THE PRESIDENT OF THE UNITED STATES TAKES PLEASURE IN PRESENTING THE LEGION OF MERIT TO CAPTAIN CAROLINE B. KONCZEY, UNITED STATES NAVY FOR SERVICE AS SET FORTH IN THE FOLLOWING CITATION:

FOR EXCEPTIONALLY MERITORIOUS CONDUCT IN THE PERFORMANCE OF OUTSTANDING SERVICE AS COMMANDING OFFICER, PERSONNEL SUPPORT ACTIVITY WEST FROM DECEMBER 2000 TO JANUARY 2004. IN THIS POSITION OF CONSIDERABLE RESPONSIBILITY, CAPTAIN KONCZEY CONSISTENTLY TRANSLATED TASKING INTO PRECISE GUIDANCE FOR 900 MILITARY AND CIVILIAN PERSONNEL WHILE SUPERBLY MEETING THE NEEDS OF OVER 77,000 CUSTOMERS FROM 879 COMMANDS RANGING FROM OKLAHOMA TO CALIFORNIA. AN AVID PROPONENT OF SUPERIOR CUSTOMER SERVICE, CAPTAIN KONCZEY HAS MADE MAJOR CONTRIBUTIONS TOWARD THIS DEFINING ROLE. SHE SKILLFULLY DEVELOPED AND IMPLEMENTED MAJOR CHANGES WITHIN THE 19 DETACHMENTS IN THE PERSONNEL SUPPORT ACTIVITY WEST NETWORK, INTEGRATING INNOVATIVE ADMINISTRATIVE, TRANSPORTATION, PAY, AND PERSONNEL PROCEDURES WITH MODERN COMPUTER TECHNOLOGY. UNDER HER GUIDANCE, NAVY PAY AND PERSONNEL PROGRAMS SUCH AS THE NAVY STANDARD INTEGRATED PERSONNEL SYSTEM (NSIPS), THE DEFENSE MILITARY PAY OFFICE SYSTEM (DMO) AND THE COMMON ACCESS CARD

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(CAC) WERE IMPLEMENTED. ALL 19 OF HER DETACHMENTS HAVE BEEN AWARDED THE CHIEF OF NAVAL PERSONNEL CERTIFIED PIPELINE MOVER AWARD DURING HER TENURE AND THE COMMAND RECEIVED THE FISCAL YEAR 2001 COMMANDER, U.S. PACIFIC FLEET RETENTION EXCELLENCE AWARD. HER LEADERSHIP AND SUPERIOR TECHNICAL EXPERTISE DIRECTLY PLACED PERSONNEL SUPPORT ACTIVITY WEST AS THE PREMIER PERSONNEL SUPPORT ACTIVITY NAVY-WIDE. CAPTAIN KONCZEY'S DYNAMIC DIRECTION, KEEN JUDGMENT, AND INSPIRING DEVOTION TO DUTY REFLECTED GREAT CREDIT UPON HERSELF AND UPHELD THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

FOR THE PRESIDENT, WALTER F. DORAN, ADMIRAL, UNITED STATES NAVY, COMMANDER, U.S. PACIFIC FLEET.

RADM(RET) MACKAY	PINS ON MEDAL.
MC	"WILL THE GUESTS PLEASE BE SEATED."
FORMATION CDR	"FORMATION, PARADE REST." PARADE REST
MC	"LADIES AND GENTLEMAN, CAPTAIN KONCZEY."
CAPT KONCZEY	CAPT KONCZEY'S REMARKS. AT THE COMPLETION STATES "I WILL NOW READ MY ORDERS."
MC	"WILL THE GUESTS PLEASE RISE."
FORMATION CDR	"FORMATION, ATTENTION!"
OFFICIAL PARTY	OFFICIAL PARTY STANDS. (CAPT KONCZEY READS ORDERS)
CAPT KONCZEY	FACING CAPT SANDERS STATES, "I AM READY TO BE RELIEVED." STANDS BACK AWAY FROM PODIUM.
MC	"LADIES AND GENTLEMEN, CAPTAIN NANCY J. SANDERS, UNITED STATES NAVY" (CAPT SANDERS APPROACHES THE PODIUM)

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CAPT SANDERS	"I WILL NOW READ MY ORDERS" (READS ORDERS) TURNS TO CAPT KONCZEY AND STATES (SALUTING CAPT KONCZEY) "I RELIEVE YOU, MA'AM."
CAPT KONCZEY	RETURNS SALUTE, AND STATES "I STAND RELIEVED." BOTH CAPT KONCZEY AND CAPT SANDERS TURNS TO FACE RADM(RET) MACKAY.
RADM(RET) MACKAY	STEPS FORWARD.
CAPT KONCZEY	SALUTES RADM(RET) MACKAY, AND STATES, "SIR, I HAVE BEEN PROPERLY RELIEVED AS COMMANDING OFFICER, PERSONNEL SUPPORT ACTIVITY WEST."
RADM(RET) MACKAY	RETURNS SALUTE, AND STATES, "VERY WELL."
CAPT SANDERS	SALUTES RADM(RET) MACKAY, AND STATES, "I HAVE PROPERLY ASSUMED COMMAND AS COMMANDING OFFICER, PERSONNEL SUPPORT ACTIVITY WEST AND REPORT FOR DUTY SIR."
RADM(RET) MACKAY	RETURNS SALUTE, AND STATES, "VERY WELL." RETURNS TO SEAT, REMAINS STANDING.
MC	"WILL THE GUESTS PLEASE BE SEATED."
MC	"LADIES AND GENTLEMEN, CAPTAIN NANCY J. SANDERS, COMMANDING OFFICER, PERSONNEL SUPPORT ACTIVITY WEST."
CAPT SANDERS	DELIVERS REMARKS. RETURNS TO SEAT, REMAINS STANDING.
MC	"WE NOW WILL BID FAIR WINDS AND FOLLOWING SEAS TO CAPTAIN KONCZEY, AND HONOR HER 29 YEARS OF FAITHFUL AND DEDICATED SERVICE TO OUR NAVY AND NATION. WE ALSO WISH TO ACKNOWLEDGE THE LOVE, SACRIFICE, COMMITMENT AND SUPPORT OF HER HUSBAND, RETIRED CAPTAIN CHRIS KONCZEY, HER DAUGHTER STEPHANIE, HER SONS CHRIS AND ARMY CAPTAIN MICHAEL KONCZEY.
MC	"CERTIFICATE OF APPRECIATION FOR SERVICE IN THE ARMED FORCES OF THE UNITED STATES.

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I EXTEND TO YOU MY PERSONAL THANKS AND THE SINCERE APPRECIATION OF A GRATEFUL NATION FOR YOUR CONTRIBUTION AND HONORABLE SERVICE TO OUR COUNTRY. YOU HAVE HELPED MAINTAIN THE SECURITY OF THE NATION DURING A CRITICAL TIME IN ITS HISTORY WITH A DEVOTION TO DUTY AND A SPIRIT OF SACRIFICE IN KEEPING WITH THE PROUD TRADITIONS OF MILITARY SERVICE.

YOUR COMMITMENT AND DEDICATION HAVE BEEN AN INSPIRATION FOR THOSE WHO WILL FOLLOW IN YOUR FOOTSTEPS, AND FOR ALL AMERICANS WHO JOIN ME TODAY IN SALUTING YOU FOR A JOB WELL DONE.

MY BEST WISHES TO YOU FOR HAPPINESS AND SUCCESS IN THE FUTURE. GEORGE W. BUSH, COMMANDER IN CHIEF.

CMC/PN1

FORM-UP IN FRONT OF CENTER PODIUM IN PREPARATION FOR FLAG FOLDING CEREMONY.

MC

THE FLAG FOLDING CEREMONY DESCRIBED BY THE UNIFORMED SERVICES IS A DRAMATIC AND UPLIFTING WAY TO HONOR THE FLAG ON SPECIAL DAYS, LIKE MEMORIAL DAY OR VETERANS DAY, AND AT RETIREMENT CEREMONIES. THE UNITED STATES FLAG USED IN TODAY'S CEREMONY WAS FLOWN FROM THE MAST OF USS CONSTELLATION (CV 64) IN HONOR OF CAPTAIN CAROLINE B. KONCZEY.

(BEGIN READING AS HONOR GUARD OR FLAG DETAIL IS COMING FORWARD).

THE FLAG FOLDING CEREMONY REPRESENTS THE SAME RELIGIOUS PRINCIPLES ON WHICH OUR COUNTRY WAS ORIGINALLY FOUNDED. THE PORTION OF THE FLAG DENOTING HONOR IS THE CANTON OF BLUE CONTAINING THE STARS REPRESENTING THE STATES OUR VETERANS SERVED IN UNIFORM. THE CANTON FIELD OF BLUE DRESSES FROM LEFT TO RIGHT AND IS INVERTED WHEN DRAPED AS A PALL ON A CASKET OF A VETERAN WHO HAS SERVED OUR COUNTRY IN UNIFORM.

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IN THE ARMED FORCES OF THE UNITED STATES, AT THE CEREMONY OF RETREAT THE FLAG IS LOWERED, FOLDED IN A TRIANGLE FOLD AND KEPT UNDER WATCH THROUGHOUT THE NIGHT AS A TRIBUTE TO OUR NATION'S HONORED DEAD. THE NEXT MORNING IT IS BROUGHT OUT AND, AT THE CEREMONY OF REVEILLE, RUN ALOFT AS A SYMBOL OF OUR BELIEF IN THE RESURRECTION OF THE BODY.

(WAIT FOR THE HONOR GUARD OR FLAG DETAIL TO UNRAVEL AND FOLD THE FLAG INTO A QUARTER FOLD--RESUME READING WHEN HONOR GUARD IS STANDING READY.)

THE FIRST FOLD OF OUR FLAG IS A SYMBOL OF LIFE.

THE SECOND FOLD IS A SYMBOL OF OUR BELIEF IN THE ETERNAL LIFE.

THE THIRD FOLD IS MADE IN HONOR AND REMEMBRANCE OF THE VETERAN DEPARTING OUR RANKS WHO GAVE A PORTION OF LIFE FOR THE DEFENSE OF OUR COUNTRY TO ATTAIN A PEACE THROUGHOUT THE WORLD.

THE FOURTH FOLD REPRESENTS OUR WEAKER NATURE, FOR AS AMERICAN CITIZENS TRUSTING IN GOD, IT IS TO HIM WE TURN IN TIMES OF PEACE AS WELL AS IN TIMES OF WAR FOR HIS DIVINE GUIDANCE.

THE FIFTH FOLD IS A TRIBUTE TO OUR COUNTRY, FOR IN THE WORDS OF STEPHEN DECATUR, "OUR COUNTRY, IN DEALING WITH OTHER COUNTRIES, MAY SHE ALWAYS BE RIGHT; BUT IT IS STILL OUR COUNTRY, RIGHT OR WRONG."

THE SIXTH FOLD IS FOR WHERE OUR HEARTS LIE. IT IS WITH OUR HEART THAT WE PLEDGE ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA, AND TO THE REPUBLIC FOR WHICH IT STANDS, ONE NATION, UNDER GOD, INDIVISIBLE, WITH LIBERTY AND JUSTICE FOR ALL.

THE SEVENTH FOLD IS A TRIBUTE TO OUR ARMED FORCES, FOR IT IS THROUGH THE ARMED FORCES

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THAT WE PROTECT OUR COUNTRY AND OUR FLAG
AGAINST ALL HER ENEMIES, WHETHER THEY BE
FOUND WITHIN OR WITHOUT THE BOUNDARIES OF
OUR REPUBLIC.

THE EIGHTH FOLD IS A TRIBUTE TO THE ONE WHO
ENTERED IN TO THE VALLEY OF THE SHADOW OF
DEATH, THAT WE MIGHT SEE THE LIGHT OF DAY,
AND TO HONOR MOTHER, FOR WHOM IT FLIES ON
MOTHER'S DAY.

THE NINTH FOLD IS A TRIBUTE TO WOMANHOOD;
FOR IT HAS BEEN THROUGH THEIR FAITH, LOVE,
LOYALTY AND DEVOTION THAT THE CHARACTER OF
THE MEN AND WOMEN WHO HAVE MADE THIS COUNTRY
GREAT HAVE BEEN MOLDED.

THE TENTH FOLD IS A TRIBUTE TO FATHER, FOR
HE, TOO, HAS GIVEN HIS SONS AND DAUGHTERS
FOR THE DEFENSE OF OUR COUNTRY SINCE THEY
WERE FIRST BORN.

THE ELEVENTH FOLD, IN THE EYES OF A HEBREW
CITIZEN, REPRESENTS THE LOWER PORTION OF THE
SEAL OF KING DAVID AND KING SOLOMON, AND
GLORIFIES, IN THEIR EYES, THE GOD OF
ABRAHAM, ISAAC, AND JACOB.

THE TWELFTH FOLD, IN THE EYES OF A CHRISTIAN
CITIZEN, REPRESENTS AN EMBLEM OF ETERNITY
AND GLORIFIES, IN THEIR EYES, GOD THE
FATHER, THE SON, AND HOLY GHOST.

WHEN THE FLAG IS COMPLETELY FOLDED, THE
STARS ARE UPPERMOST, REMINDING US OF OUR
NATIONAL MOTTO, "IN GOD WE TRUST."

(WAIT FOR THE HONOR GUARD OR FLAG DETAIL TO
INSPECT THE FLAG--AFTER THE INSPECTION,
RESUME READING.)

AFTER THE FLAG IS COMPLETELY FOLDED AND
TUCKED IN, IT TAKES ON THE APPEARANCE OF A
COCKED HAT, EVER REMINDING US OF THE
SOLDIERS WHO SERVED UNDER GENERAL GEORGE
WASHINGTON AND THE SAILORS AND MARINES WHO
SERVED UNDER CAPTAIN JOHN PAUL JONES WHO

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WERE FOLLOWED BY THEIR COMRADES AND SHIPMATES IN THE ARMED FORCES OF THE UNITED STATES, PRESERVING FOR US THE RIGHTS, PRIVILEGES, AND FREEDOMS WE ENJOY TODAY.

CMC TAKES FLAG UP STEPS ONTO DAIS AND PRESENTS FLAG TO CAPT KONCZEY.

FLAG DETAIL SORTIE FROM FLAG FOLDING STATIONS AND RETURN TO SEATS SIMULTANEOUS WITH CMDMC FARMER.

BAND WHILE FLAG DETAIL RETURNS TO THEIR SEATS, BAND PERFORMS: "PATRIOTIC MEDLEY."

CAPT KONCZEY CARRIES FLAG TO HER HUSBAND AND GIVES FLOWERS TO HER MOTHER AND DAUGHTER.

MC **AT AN EARLIER PRESENTATION CEREMONY, CAPTAIN KONCZEY RECEIVED A NUMBER OF TANGIBLE TRIBUTES. INCLUDED ARE A TRADITIONAL SHADOW BOX AND A COMMAND PLAQUE.**

MC **"WILL GUESTS PLEASE STAND." "SIDE BOYS, POST!"**

CAPT KONCZEY **APPROACHES RADM(RET) MACKAY, ADMIRAL, REQUEST PERMISSION TO GO ASHORE.**

BOATSWAIN'S MATE SOUNDS 4 BELLS AS CAPTAIN KONCZEY APPROACHES.

MC **"CAPTAIN, UNITED STATES NAVY, RETIRED, DEPARTING."**

BOATSWAIN'S MATE PIPES CAPTAIN KONCZEY ASHORE.

CAPT KONCZEY (RETURNS TO GET HUSBAND (CAPT KONCZEY AND REPEAT CEREMONIAL PIPING ASHORE)

MC **"CAPTAINS, UNITED STATES NAVY, RETIRED, DEPARTING."**

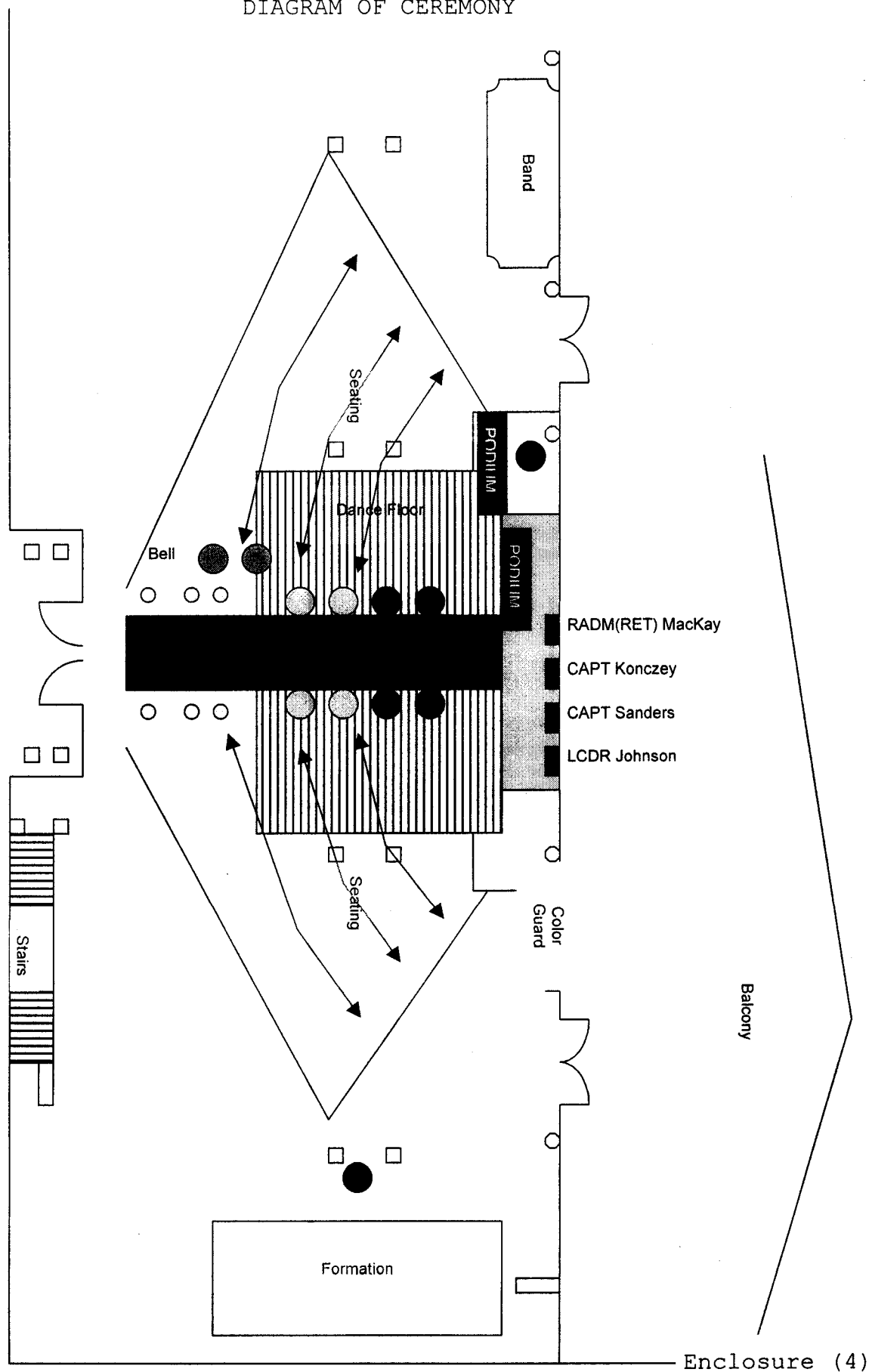
MC **"WILL THE GUESTS PLEASE RISE."**

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FORMATION CDR	"FORMATION, ATTENTION!"
CHAPLAIN	OFFERS THE BENEDICTION.
BAND	"PLAYS ETERNAL FATHER AND NAVY HYMN SOFTLY DURING BENEDICTION.
MC	"LADIES AND GENTLEMEN, THIS CONCLUDES THE CEREMONY. CAPT KONCZEY AND CAPT SANDERS EXTEND A CORDIAL INVITATION TO ALL GUESTS TO JOIN THEM FOR A RECEPTION TO BE HELD DOWNSTAIRS."
BAND	PLAYS "ANCHOR'S AWEIGH" FOLLOWED BY A LIST OF AIRS.
FORMATION CDR	"FORMATION, DISMISSED."
USHERS	TAKE CHARGE AND CONTROL GUESTS DEPARTURE.

DEC 10 2003

DIAGRAM OF CEREMONY



DEC 10 2003

CHANGE OF COMMAND POA&M

EVENT	COG	DUE DATE	STATUS/ ACTION
Determine, Date, Time and Location [REDACTED]	N00	10 JUL	COMPLETED
Reserve Navy Band	N00S	23 SEP	COMPLETED
Coordinate Chaplain (LCDR Johnson)	N01R	23 SEP	COMPLETED
Award and Medal Ready For Presentation	N01R	1 OCT	COMPLETED
Captain Konczey's Bio Updates	N00S	3 NOV	PENDING
Determine & Invite the Guest Speaker	N00	3 NOV	COMPLETED
Complete 5060 NOTE, POAM and Diagram	N1	ASAP	COMPLETED
Complete Invitations	N1/N01R	ASAP	COMPLETED
Schedule Change of Command Planning Meetings	N01	ONGOING	COMPLETED
Captain Sanders Draft Invitation List	PCO	3 NOV	COMPLETED
Begin Constructing the Program	N1	20 NOV	PENDING
Captain Konczey's Draft Invitation List	N00S	21 NOV	COMPLETED
Reserve PA system	N01R	21 NOV	COMPLETED
Reserve Photographer	N01R	21 NOV	COMPLETED
Track Invitation Responses	N00S	AS NEEDED	ONGOING
Reserve Dais	PNC Fraser	25 NOV	COMPLETED
Reserve Bunting	PNC Fraser	25 NOV	COMPLETED
Submit Program to CO for approval	N1	25 NOV	PENDING
Reserve Chairs	PNC Fraser	25 NOV	COMPLETED
Send Invitations to Printer	N1	26 NOV	COMPLETED
Reserve Flags and Pennants (overhead decoration)	PNC Fraser	26 NOV	COMPLETED
Reserve Bullets, Red Carpet, and Ship's Bell	PNC Fraser	26 NOV	COMPLETED
Submit Program to Printer	N1	26 NOV	PENDING
OIC's Submit Fitness Reports	OIC's	26 NOV	PENDING
Announce Change of Command in POW	N1A	1 DEC	PENDING
Mail Invitations	N00S	4 DEC	COMPLETED
Coordinate Working Party Requirements	ITC/ PNC Fraser	4 DEC	PENDING
Generate List of Required Reserved Seating	N00S	15 DEC	PENDING
Reserve Color Guard	N00M	15 DEC	PENDING
Submit Items of Interest Message	N1	15 DEC	PENDING
Coordinate berthing of guests and out-of-town VIP's	N00S	15 DEC	PENDING

Enclosure (2)

DEC 10 2003

Coordinate berthing of guests and out-of-town VIP's	N00	15 DEC	PENDING
Designate Personnel To Be In Ranks	N00M	15 DEC	PENDING
Order cake for post-ceremony refreshments	N00S	15 DEC	PENDING
Liaison and Notification of Base Security	PNCS Grigsby	15 DEC	PENDING
Coordinate CPO Mess Farewell	N00M	15 DEC	PENDING
Forward PCO Photo To ISIC	N00S	15 DEC	PENDING
Draft Turn-Over Letter	N1	15 DEC	PENDING
Complete Property Turn-over	N4/6	15 DEC	PENDING
Provide Guest Speaker with copies of CO's and Prospective CO's BIO	N00S	5 JAN	PENDING
Finalize arrangements for reception	N01	5 JAN	PENDING
Organize Ushers and Side Boys	DKCS Vazquez LT Avila	5 JAN	PENDING
Training and Coordination of Traffic and Parking Lot Attendants	PNC Briones	5 JAN	PENDING
Make Arrangements for Sound System and Back Up	N6	5 JAN	PENDING
Make Arrangements for Video Taping and Back Up	N6	5 JAN	PENDING
Prepare PCO Office	N6	5 JAN	PENDING
Complete Shadowbox	N01	5 JAN	PENDING
Conduct Rehearsal	N01/N1	9 JAN	PENDING
Arrange For and Coordinate Official Drivers	N01R	13 JAN	PENDING
Coordinate Honors and Ceremonies	N00M	13 JAN	PENDING
Prepare VIP Seating Chart	N00	13 JAN	PENDING
Prepare Speech Notebooks	N1	13 JAN	PENDING
Sign Fitness Reports	ALCON	13 JAN	PENDING
Assemble Binders For Podiums For Use by the MC, CO, PCO and Guest Speaker	N1A	13 JAN	PENDING
Set Up Ceremony/Reception Area	N00M/ITC	16 JAN	PENDING
Provide Hand Held Communications/Cell Phones and Number Listing for Parking Lot Attendants	FC1 Thomas	16 JAN	PENDING
Assemble the Officers and Crew into a proper military formation at 1015	OIC PSD NAVSTA	16 JAN	PENDING
Pre-inspect Personnel In Ranks and Provide Briefing on Standing in Formation	OIC PSD NAVSTA	16 JAN	PENDING
Provide Change Of Command Programs at Ceremony	OIC PSD BALBOA	16 JAN	PENDING
Mark Reserved Seating Per Seating Chart	OIC PSD BALBOA	16 JAN	PENDING
Train Ushers In Their Duties and the Schedule Of Events	OIC PSD BALBOA	16 JAN	PENDING
Provide Ushers an Advanced List of Guests with Reserved Seating for Familiarization	OIC PSD BALBOA	16 JAN	PENDING

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Reserve and Cordon Off Parking Area	PNC Briones	16 JAN	PENDING
Set up Dais, PA system, chairs, and 2 podiums, (back-up PA System), Chairs, Covered VIP Chairs (4), Ceremonial Bullets Red Carpet, Bunting, Flags and Flag Stands Ceremonial Bell	ITC/N6/PNC Fraser	16 JAN	PENDING
Bottled Water, glasses and Pitcher of water for dais (no ice)	N01R	16 JAN	PENDING
Coordinate Preparations for Reception; music, cake, beverages etc.	N01	16 JAN	PENDING
Prepare Release Turnover Message	N1/N01R	16 JAN	PENDING
Breakdown and Return all Ceremony equipment	PNC Briones	17 JAN	PENDING